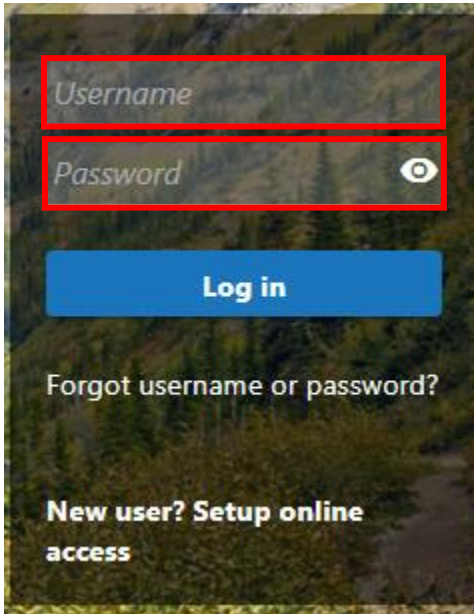


Extension Application Guide

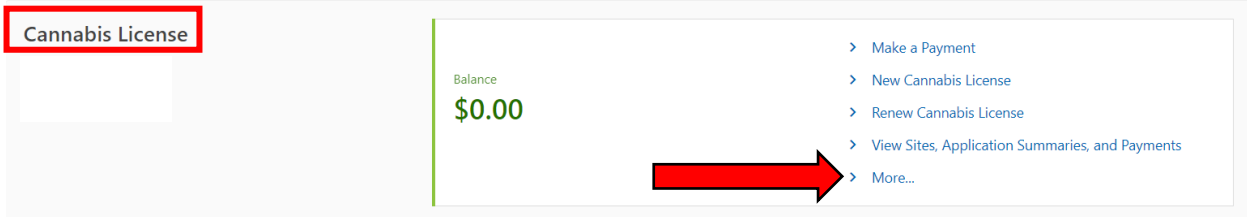
Licensees can submit a “Request a License Extension” application in TAP if the following requirements have been met:

- A renewal application has been submitted
- The processing fee has been paid and posted
- It is at least 10 days before the site(s) ceased date
- No more than 10 days past the site(s) ceased date

1. To submit an extension, log into your [TAP](#) account:

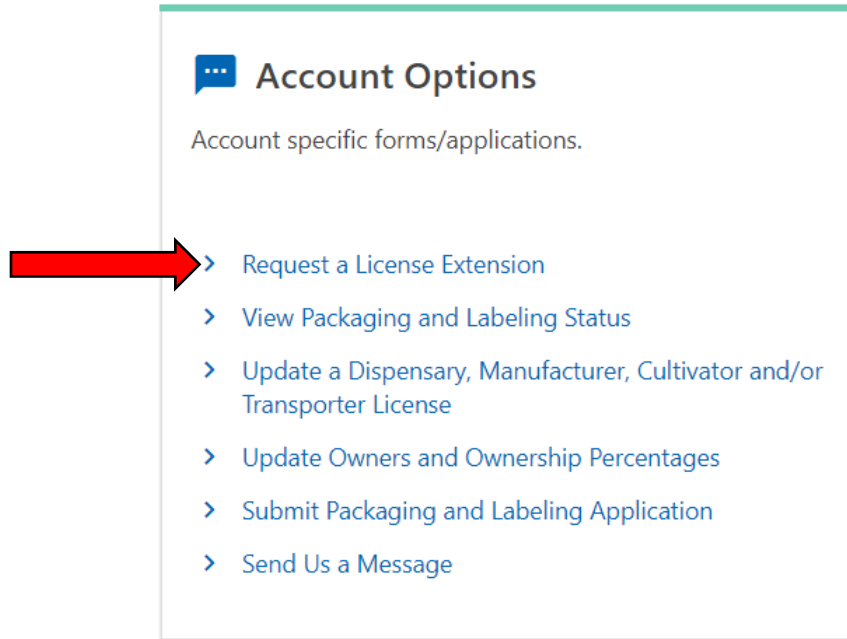


2. On the Cannabis License section, click “More...”



Cannabis License	Balance \$0.00	<ul style="list-style-type: none">> Make a Payment> New Cannabis License> Renew Cannabis License> View Sites, Application Summaries, and Payments> More...
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3. Under the account options, click on “Request a License Extension”



4. Read the statement about extensions. They are evaluated on a case-by-case basis and are generally only approved when extenuating circumstances prevent the timely completion of a renewal application.

Extension requests are reviewed on a case by case basis and are not guaranteed to be authorized. Generally extensions are authorized when extenuating circumstances outside of the licensee's control prevent timely completion of a renewal application. Extensions will only be considered for licenses and sites the licensee is already in the process of renewing. If successful, extensions are authorized for short time periods. Additional requests are the responsibility of the licensee and will be reviewed on a case by case basis. If needed, please provide a brief explanation in the text box. Documentation will be required on the next page.

You must provide at least one reason to request an extension. 

5. Each request requires at least one reason. Multiple reasons can be uploaded each time you click on “Add a Reason”

Reason	Explanation
+ Add a Reason	
+ Add a Reason	
+ Add a Reason	

Cancel Previous Next

6. After clicking on “Add a Reason” you will be required to select one of the options on the reason drop down menu. If you select “Other (explain briefly in the text input box)”, you are required to provide an explanation.

Reasons

+ Add a Reason X Delete Reason

Reason *

Required

Required

Missing documentation of building inspection(s)

Missing documentation of city/county local approval(s)

Missing documentation of passed fire inspection(s)

Missing documentation of property owner permission

Need additional time to remedy inspection deficiencies

Other (explain briefly in the text input box)

Reasons Other (explain briefly in the text input box)

+ Add a Reason X Delete Reason

Reason

Other (explain briefly in the text input box)

Explanation *

Required

7. You can add multiple reasons by clicking on “Add Reason” again. You can also remove reasons by clicking on “Delete Reason”.

Reasons Missing documentation of building inspection(s)

+ Add a Reason X Delete Reason

8. Once all the reasons have been added, click “Next”.

+ Add a Reason X Delete Reason

Cancel **Next** >

9. Next, you will need to attach at least one document to support your reason for an extension. There are instructions you should read before attaching a document.

Instructions

Instructions: Please attach documentation demonstrating the licensee is making a good faith effort to complete their renewal application process in a timely manner and demonstrate missing requirements are currently in process. Make sure to attach documentation for each reason selected. What constitutes appropriate documentation can vary and CCD will review each request. Examples may include email correspondence between relevant parties showing the licensee is making timely efforts to comply or similar documentation demonstrating delays outside the licensee's control. CCD may request additional documentation after this form is submitted.

The table below contains all of the items required to submit your application.

- The first column contains the item name.
- The second column contains the number of items that are required.
- The third column contains the number of items that are attached.

Step 1: Attach an item by clicking the Add Attachment button or by clicking the Item Name from the list.

Step 2: Select the item type from the drop-down list and add a description.

You may attach additional items if necessary.

[For additional information on required attachments visit the CCD web page: Click here](#)

10. To attach a document, click on “Supporting Documents (Extension Request)” or “Add”.

Required Attachments

Item Name	Number Required	Number Attached	OK
Supporting Documents (Extension Request)	1	0	<input type="checkbox"/>

Attachments **Add**

Type	Name	Description	Size
There are no attachments.			

Cancel **Previous** **Next** >


11. You will need to add a description and choose a file to upload and click "Ok".

Select a file to attach ×

Type
Supporting Documents (Extension Request) ▼

Description *
Required

File *
 No file chosen



12. Once all of your supporting documents have been added, click "Next".

Required Attachments

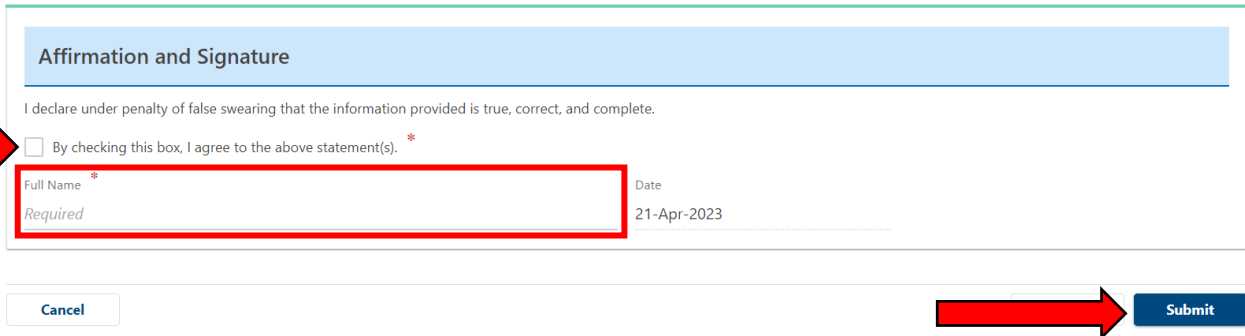
Item Name	Number Required	Number Attached	OK
Supporting Documents (Extension Request)	1	1	<input checked="" type="checkbox"/>

Attachments

Type	Name	Description	Size	
Supporting Documents (Extension Reque	Repeat issues.docx	File	18	Remove



13. You will need to click on the box to affirm your request, type in their name, and click “Submit”.



Affirmation and Signature

I declare under penalty of false swearing that the information provided is true, correct, and complete.

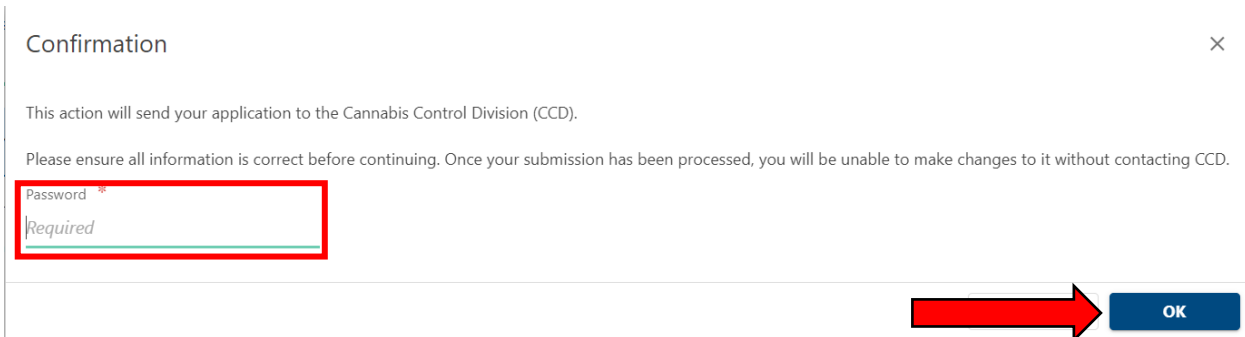
By checking this box, I agree to the above statement(s). *

Full Name * Date 21-Apr-2023

Required

Cancel Submit

14. After clicking “Submit”, you will need to type in your TAP password and click “Ok”.



Confirmation ×

This action will send your application to the Cannabis Control Division (CCD).

Please ensure all information is correct before continuing. Once your submission has been processed, you will be unable to make changes to it without contacting CCD.

Password *

Required

OK

15. Once the request has been submitted, it will be sent to the Cannabis Control Division to be processed. You will receive an approval or denial letter once the request is processed. If denied, an explanation will be given on the letter.

If you have any questions, please contact the Cannabis Control Division at (406) 444-0596 or email DORCCD@mt.gov.